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5 October 1954

MEMORANDUM FOR:

ATTENTION:

SUBJECT: Delay in Receipt of [] Mail

1. Some of your letters to me have recently arrived nearly two weeks after the date indicated on them. For example, today I received your letters dated September 20, 21 and 24 on October 4.

2. [] assures me that I receive letters addressed to [] within 24 hours after they are picked up, and they are picked up twice daily.

3. I wonder if it would be useful for you to check on what happens to letters after they leave your office. As a test I propose the following: You might check each outgoing letter to be sure that the date on it corresponds to the day on which it is actually mailed. At this end we will check the [] post mark and the date of receipt.

4. If you find delays occurring [] at your end please let me know so that I can suggest remedial action to []

CLAUDE E. HAWLEY
Office of the Special Assistant
to the Director
for Planning and Coordination

CEH:aml (5 October 1954)

Distribution:

1 & 1 - forward

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